



WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on
Thursday 10th February 2022 @ 8:00pm

Present: M. Pluck (MPI), N. Hutchings (NH), L. Enoch (LE), Arfan Akram (AA),
M. Piracha (MPi), M. Bentley (MB), Niru Williams (NW), S. Emmons (SE),

1.0 Apologies for absence

J. Ellis-Grewal (JEG).

2.0 Minutes of previous meeting

3.1 The minutes of the previous Management Committee meeting on Thursday 16th December 2021 were agreed as true and accurate records of proceedings.

Action NH to publish a copy of the minutes of the previous Management Committee meeting on the club website.

3.0 Actions from the previous meeting

3.1 *Agree optimal bar opening times for next summer. LE to provide input to these discussions based on his experience of the mid-week usage of club facilities during the summer months (Bar Subcommittee/LE) – the Bar Subcommittee meeting had not yet taken place. Carry forward.*

Action Bar Subcommittee/Len Enoch to agree optimal bar opening times for next summer. LE to provide input to these discussions based on his experience of the mid-week usage of club facilities during the summer months.

3.2 *Obtain 2 quotes for the work needed to provide interim improvements to the men's toilets and showers at Overton Drive (JEG) – awaiting further update from Joe Ellis-Grewal on this. Martin Pluck to follow up with him on this. Carry forward.*

Action JEG to obtain 2 quotes for the work needed to provide interim improvements to the men's toilets and showers at Overton Drive. MPI to confirm the status of this.

3.3 *Put together a draft proposal for progressing a Green Strategy at the club (LE) – this had been done. See under Green Agenda (item 5) below for further details.*

3.4 *Organise a meeting with club members in early 2022 to go through the revised architectural drawings and elicit feedback on the refurbishment plans (MPI) – we were still awaiting architect drawings before arranging this. Carry forward.*

Action MPI to organise a meeting with club members in early 2022 to go through the revised architectural drawings and elicit feedback on the refurbishment plans.

- 3.5 *Send a reminder to members of the importance of wearing masks and social distancing when using club facilities (MPL) – completed.*
- 3.6 *Send Arfan Akram a copy of the latest communication with Redbridge council regarding the Nutter Lane non-turf pitch planning permission issue (MPL) – completed.*
- 3.7 *Agree December bonus with Niki Rising based on the 3 months since she took over as Bar Manager (MPL/MB) – completed.*
- 3.8 *Go through the Social Media audit document with Sohail Ahmed and Jose Gritten and discuss with the Club Safeguarding Officer whether any potential welfare issues had been identified (NW/MPi) – see below under Safeguarding (agenda item 12).*
- 3.9 *Publish a copy of the minutes of the previous Management Committee meeting on the club website (NH) – completed.*
- 3.10 *Check what safeguarding related changes would be needed to the constitution and liaise with Niru Williams on these (NH/NW) – see below under Safeguarding (agenda item 12).*
- 3.11 *Liaise with Niru Williams regarding safeguarding related changes to be made to the club website (NH/NW) – see below under Safeguarding (agenda item 12).*
- 3.12 *Contact Jon Gritten to discuss which junior managers and coaches should attend the safeguarding course scheduled for 12th January at Leyton (NW) – see below under Safeguarding (agenda item 12).*
- 3.13 *Liaise with Jon Gritten to confirm who would be coaching at the junior indoor training sessions to ensure they were all DBS approved (NW) – see below under Safeguarding (agenda item 12).*
- 3.14 *Check the windows in the lounge at Overton Drive with a view to replacing the window that is stuck if it cannot be fixed. He will also ensure that all the other windows can be opened easily (TH) – see below under Facilities (agenda item 10).*

4.0 Development Report Progress

4.1 Volunteer recruitment

A Human Resources (HR) function had now been set up to handle recruitment and manage the integration and ongoing support of club volunteers. This ensured that the recruitment process was open and transparent and that any necessary training was provided to ensure volunteer roles were carried out effectively. Succession planning was also an important HR consideration. Thanks to the club's active recruitment programme and successful integration of volunteers we have never had more volunteers at Wanstead.

4.2 Jack Petchey Grants

Handover from Len Enoch was effectively complete. The club had received £1,800 over the past 6 months and continued to manage the grant money

effectively. Len Enoch would work closely with Mital Patel to put together an equipment purchasing budget.

The Management Committee would like to thank Feroza Patel for all the work she was doing on the administration of the Jack Petchey scheme.

5.0 Green Agenda

5.1 Len Enoch had circulated a Green Heron discussion paper prior to the meeting. This highlighted the need for all individuals to take some responsibility for environmental care as the loss of habitable land resulting from melting ice caps and desertification, air pollution and erosion of ecosystems through reduced biodiversity would affect everyone. Cricket was bound to be impacted by the wider environmental agenda, although how and when would manifest itself was unclear at this stage. Whilst it would be easy for us to do nothing, there were several reasons why we should take an interest in the environmental movement. These included:

- We were a responsible community club so we should explore this important topic further. We would anticipate that some of our members would expect this and that they might be prepared to provide voluntary support and advice. The initiative to consider this project had come from a club member and others might be willing to nurture club intelligence on this topic.
- Environmental considerations were already relevant in several areas that affected the management of the club, including improvements to heating efficiency/insulation and waste disposal. The club already had a separate recyclables bin for major items at Overton Drive (we actually paid an additional cost for this recycling facility) but enhanced management of waste at both Overton Drive and Nutter Lane was something we should continually review to ensure we met good practice.
- We had already made some contribution, albeit a modest start, on beneficial environmental management. The club had been positive in adopting modern IT systems that reduced paperwork and resultant waste. Examples of this were the net booking system, registration, and payment procedures.
- We were currently discussing with the Nursery an initiative for a green biodiverse garden at Overton Drive that the nursery staff would manage, and the children would look after.

Len's paper proposed that the club pursue this initiative in a positive manner but with sufficient safeguards to avoid unacceptable financial and time commitments. The following approach was recommended:

- Announce our intention to address green issues ahead of the forthcoming AGM with the inclusion of a short Environmental section in the AGM Management Report.
- Ascertain the reaction of club members to this initiative and look to gain support for the project. We would actively advertise for volunteers to drive the project forward.

- Set up a small standing committee – the Green Heron Forum (GHF) – and add a page on the club website for members to post ideas (these would be subject to editorial clearance). Names of the GHF members would not be publicly disclosed at this stage. The recommendation was to include Sanjay Prabhakar on this committee as well as an Under 16 representative.

Action LE to draft an email to all club members regarding the proposed Green Heron Forum. This would ask for volunteers to take this initiative forward.

The Management Committee reiterated its support for this important initiative.

6.0 Coronavirus update

- 6.1 Further grant applications for Covid-related financial support were in progress. The application process had become more complex and rigorous than before.

7.0 Fundraising

7.1 Project Heron – third phase

A meeting had taken place recently with the representative from ATP Architects who was responsible for revising the design drawings for the Overton Drive clubhouse refurbishment. Once these were finalised, Martin Pluck would be able to organise a Zoom meeting to present the plans to club members for their feedback (see action point 3.4 above). Martin had also contacted the environmental consultants Tim Moya Associates regarding an Arboricultural Method Statement (AMS). This was a key document needed to outline step-by-step instructions relating to tree works and tree protection measures to be implemented during the clubhouse extension work. Completion of an AMS was a planning permission requirement.

8.0 Treasurer's Report

- 8.1 The accounts for the financial year ending 30th September 2021 had now been finalised and were incorporated into the AGM Agenda. The key points to note for this full financial year were:

- We were able to play a full outdoor season and the bar was open throughout this period. However, we also benefitted from Covid-related grants at both our grounds.
- In early 2021 we also embarked on phase 2 of "Project Heron". This refurbishment of the bar area was completed in the spring at a cost of around £55,000. The bar did well in the period over which it was open, and we have also seen encouraging activity in the early part of the close season, despite the recent Covid constraints on opening and bookings.
- We ended the year with cash of £115,000 and we have a deficit for the year of just under £18,000. This deficit had been stated after we had taken the opportunity to make a provision against the pavilion refurbishment of £60,000.
- Subscriptions rose to £36,000 from £24,000 reflecting an increase in overall membership from 2020, a year which was heavily disrupted by Covid. We

were able to attract many more juniors, and the growth of the ladies/girls section was noteworthy.

- Match fees fell slightly to £10,800 from £12,100. This reflected the lack of indoor cricket in 2021, which was present in 2020. As noted in earlier meetings, we had been far more efficient at collecting match fees via the Slate app, which was rolled out for all sides at the start of the season.
- Match expenses rose to £9,300 from £4,800. This was in line with the increased number of games as we completed a full season when compared to 2020, when only half the number of games were played.
- From a bar takings perspective, it was not possible to compare 2021 with 2020 as the bar opening times were so disrupted by Covid in 2020. However, we had seen an increase in bar takings to around £66,000 in 2021 (2020: £49,000), despite being completely shut from October 2020 to April 2021. Gross margins remained about the same at just over 50%, but we would need to be aware of inflationary pressure from the brewery in 2022.
- To maintain service to our members in the Covid environment, we invested heavily in table service in 2021, which meant a significant rise in temporary wages. This reduced the “bar income” that might otherwise have been achieved. We intended to maintain table service on Fridays in 2022, but that will be the only night of the week that would occur.
- The bar had also undergone substantial refurbishment, costing around £55,000. This had all been expensed in the year and was partly financed from Project Heron funds. So far in 2021/22 we had remained open for events and parties, and this was generating a solid revenue stream in the winter months.
- The club continued to get Covid support grant income from Redbridge Council during the year. In addition, we had received some smaller cricket-related grants as well as the final installments of the grants relating to the nets. As the Covid-related grants were drawing to a close and the net grants had now finished we should expect to enjoy much lower grant income in the coming year.

In summary, despite the Covid headwinds, the club was in good financial health and would continue to manage its finances prudently to ensure continuity of provision of cricket for its members and to consistently develop and improve facilities over the medium term.

9.0 Bars

- 9.1 Due to the resurgence of Covid in December and January the bar had been very quiet. Takings for January were only £1,000, which was a quarter of what we would expect. Several events had been deferred due to socialising concerns, but Niki Rising had kept in close contact with the people who had booked these events to give them every opportunity to rearrange.
- 9.2 A key topic for the next Bar Subcommittee meeting (date to be confirmed) would be confirming a supplier that could provide wine to the bar that met our quality and cost requirements.

10.0 Facilities

10.1 Overton Drive

Drainage – the groundsman would undertake the drain replacement work in the near future.

Chair cupboard dampness/windows – Trevor Hebden had cleared the guttering and reinforced it. He had also repaired/replaced several tiles on the roof behind the bar. Trevor had ordered new locks for the windows that were not opening/closing properly.

The Management Committee would like to thank Trevor Hebden for the excellent job he was doing on maintaining the clubhouse at Overton Drive.

Car park lighting – the landlords had agreed to pay for the lighting in the car park to be upgraded. The work would be done by Sam and Mani Velani over the next couple of months and would include the light over the barbecue.

10.2 Nutter Lane

Boundary netting – there had been no further progress on this.

Non-turf pitch – we were still awaiting the outcome of the planning application that we had submitted for this.

11.0 Social

11.1 There was nothing of note to report since the previous meeting. We were hoping to increase activities in this area over the summer.

12.0 Safeguarding

12.1 Niru Williams provided a detailed safeguarding status update that had been circulated to Management Committee members prior to the meeting. Her report had been collated with input from key members of the club and reflected a busy period updating the information provided by her predecessor Trevor Hebden and the creation of robust systems for future use. Niru's recent focus had been on the following key areas:

- i. **Safeguarding register** – a safeguarding register had been created with input from Jon Gritten and Len Enoch. There with 67 people on this list. The register would enable the club to track and monitor relevant compliance information for coaches, managers, volunteers and bar staff covering Disclosure and Barring Service (DBS) status, safeguarding training, first-aid training and coaching qualifications. Further checks would need to be carried out once captains and vice-captains had been confirmed for the 2022 cricket season. As the data was sensitive, access to the register was restricted to the club officers who needed this information to carry out the roles to which they had been appointed.
- ii. **Status of DBS applications** – these were now all up to date. Most members who had been DBS approved had signed up to the DBS update

service. This meant that they were checked annually and automatically renewed if there were no changes. Niru would monitor the database on a monthly basis to check renewals and apply for any new DBS applications should they be required. 11 new DBS applications had been generated so far this year of which 7 had been approved to date. There was no reason to believe the outstanding applications would not also be approved.

- iii. **Volunteer database** – Len Enoch had contacted Kaushi Ratnayake who had agreed to lead on the setting up of a volunteer database. She would work closely on this with Matloob Piracha, Len Enoch and Niru Williams.
- iv. **Safeguarding training** – two members had attended the safeguarding training run by the ECB at Leyton County hub last month. It would appear that most of our coaches and volunteers had either not received training on safeguarding or that that it was now out of date. Niru had contacted Phil Knappett, who runs the ECB safeguarding training. He had agreed to run a course specifically for the club at a cost of £300 for ten delegates and £20 per person thereafter. Niru would aim to arrange a further course prior to the start of the season. It was agreed that we should invite coaches, managers, captains and members of the Safeguarding Panel to this training. Depending on demand, we might need to run more than one session.
- v. **First aid** – Currently 16 members hold a First Aid certificate of which 13 are coaches or managers. We must encourage more members to attend first aid training. Niru was looking at alternative local first aid training providers and would report back to the Management Committee on this.

Action AA to send introductory email to Dan Feist and NW regarding recommended First Aid training.

- vi. **Volunteers** – Four of our Safeguarding Panel volunteers had agreed to continue to support safeguarding work this coming season. This included registration and keeping first aid stocks replenished. We would require at least 2 more volunteers to join the team and the Volunteer Steering Group (VSG) would assist Niru with this recruitment drive.
- vii. **Risk Assessment (RA)** – *on behalf of the Management Committee, Niru thanked Len Enoch and Jon Gritten for all the work they had done to date on risk assessments.* This included a draft RA for junior coaching at the Elmcroft Sports Centre in Elmcroft Avenue.

The Covid requirements for matches and coaching sessions had evolved and were now an integral part of a much-strengthened Risk Assessment requirement.

We currently had a twelve-page RA on the club website (under the Covid link), which was prepared from 2 documents. Despite the comprehensive content it was necessary to prepare a number of protocols to cover similar categories of activities (for example, adult matches at Overton, Nutter and Fairlop and Junior matches at these locations as well as for special events such as the skills camp that Joe Ellis-Grewal runs at Overton Drive).

Martin Pluck had become the primary point of contact for the adult activities and Len Enoch for the juniors. The RA involved three related aspects:

- i. Prior to an event (or series of similar events) took place it was necessary to carry out an initial RA to identify risk and measures necessary to manage the risk to acceptable levels
- ii. On the day of the event the captain/junior team manager would take responsibility for risk with an initial site inspection and continuous review during the event
- iii. After the event feedback and RA amendments to be provided as necessary.

To reduce paperwork and time whilst also enhancing the effectiveness of the club's RA approach, our processes had been reviewed and documented in a new umbrella RA protocol. This required the appointment of one or more Club Risk Assessors who would focus on the initial RA assessments and feedback. The assessment process would be facilitated with the completion of a focussed questionnaire. The proposed protocol and questionnaire had been circulated to the Management Committee along with a completed questionnaire for the club's winter coaching at Elmcroft Sports Centre. This was completed as a pilot study and a copy of this could be found on the junior section of the website.

These proposals would enable the club to build a core level of expertise in RA, which was bound to be an increasingly demanding requirement. Before completing the initial RA, the Risk Assessor (who would form part of the Safeguarding Officers team) would seek clearance from Martin Pluck (for adult cricket) or Jon Gritten (for junior cricket). As Club Safeguarding Officer, Niru would need to be satisfied that we had gone through this process and that we had suitable feedback communication before clearance. Len Enoch had kindly agreed to act as the Risk Assessor, pending the recruitment of 2 or 3 replacements. Following preparation of a job description suitable members to fill this role would be sought and trained to carry out the RA related activities.

The Management Committee were happy to approve this RA approach, including the additional recruitment of club members to act as Risk Assessors

- viii. **Anti-discrimination code & Equity, Diversity and Inclusion (EDI)** – the importance of addressing racism and all types of discrimination in cricket had been highlighted by the recent events at Yorkshire and Essex County Cricket Clubs. Action was required throughout cricket to ensure that equity, diversity and inclusion were paramount considerations. As discussed in the previous Management Committee meeting, the ECB had published an anti-discrimination code of conduct and associated guidelines as well as a plan to promote EDI throughout the game.

Wanstead was very aware of the importance of these initiatives and the need to ensure that the club was fully compliant and following best practice. It was essential that all club members were fully aware of what was happening here, and specific reference would be made to this in the Management Committee Report included in the AGM agenda.

Action LE/NW/NH to review the club Safeguarding Policy to ensure that it covered the ECB anti-discrimination and EDI directives and guidelines.

- ix. **Social Media report** – Sohail Ahmed carried out a social media audit in 2021. The report was mainly positive but did highlight some safeguarding considerations. The report proposed 6 key improvements required to address the issues raised in the audit. These recommendations have been reviewed and approved by the Communications Officer (Josee Gritten), Chairman (Martin Pluck) and Safeguarding Officer (Niru Williams).

The Management Committee agreed the following actions to implement the recommendations:

- i. *All social media accounts should be linked to a club email address with each account accessible to at least two owners. Associated passwords should be securely shared between the Communications Officer and current channel owners – Scott Emmons owned the domain wansteadcricketclub.co.uk. Ownership should be transferred to Wanstead CC and function-based social media accounts set up as necessary to link to this domain (eg safeguarding@wansteadcricketclub.co.uk). In addition, a central data storage mechanism should be investigated with a view to storing all club-related documents and data content in a central repository that can be accessed by club officers and also securely from the club website and email accounts. This would mean that domain ownership, email, document management and social media accounts would be managed in a consistent and structured fashion.*

Action Sohail Ahmed/MPi/NH to investigate wansteadcricketclub.co.uk domain ownership, creation and management of club owned function-based email accounts and creation and integration of a central club-owned data repository.

- ii. *All owners/users of the Club's social media should have regular DBS checks – this would be overseen by the Club Safeguarding Officer.*

Action NW to ensure that all owners/users of the club's social media have regular DBS checks.

- iii. *The Communications Officer should review social media communications with existing channel and content owners to elicit their advice and feedback on how to improve the performance of existing channels and explore the potential use of new platforms*

Action MPI to liaise with the Communications Officer (Josee Gritten) about reviewing social media communications with existing channel and content owners. The aim would be to ascertain ways of improving performance whilst also exploring the potential use of new platforms.

- iv. *As much as possible, there should be consistency of club branding, wording, and messaging across all platforms. The approach to this was still to be agreed*
- v. *The club should look to form a small group to agree and co-ordinate some types of club communications on social media so that followers and members know what to expect and when.*

Action MPI to liaise with the Communications Officer (Josee Gritten) about the club forming a small group to agree and co-ordinate some types of club communications on social media so that followers and members know what to expect and when.

- vi. *Registration forms and related documentation are updated to ensure wording is consistent with the club's latest Safeguarding Policy and make all members, both adult and juniors, aware that there will be increased use of videos and photography around the club's facilities during the forthcoming season.*

Action NW to liaise with Stuart Phillips regarding registration forms to ensure they were updated to reflect latest Safeguarding Policy, especially with regard to the increased use of videos and photography at the club.

- x. **Club website** – A wholesale change was needed on the website to amend the word 'welfare' to 'safeguarding'. This was a nomenclature update only and did not involve any amendments to policy.
- xi. **Safe Hands portal** – Niru now had access to the Safe Hands Management System. The ECB stipulated that all clubs used this online club management tool to input details of individuals in key regulated roles or those with responsibilities for the management and running of club activities. The Clubmark system was also managed through this portal.
- xii. **Snaresbrook FC** – Niru was looking to arrange a meeting with the Head of Football (Paul Staniford). Whilst the football section had no junior sides, she needed to discuss the situation regarding safeguarding and whether there was any impact in relation to football teams that rented the ground at Nutter Lane.
- xiii. **Club notice board** – the nursery manager, Pam Foster, was keen to share a safeguarding notice board at Overton Drive. Niru would a meeting with her to discuss and agree this. A similar notice board would also be needed at the Nutter Lane ground.

13.0 Feedback from Sports Subcommittee

The Sports Subcommittee had not met since the last Management Committee meeting but would meet prior to the start of the upcoming outdoor season.

14.0 AGM Agenda

14.1 Proposed changes to the club constitution, subscriptions and match fees were unanimously approved by the Management Committee.

- 14.2 It was noted that, whilst we were always reluctant to recommend increasing subscriptions and match fees, this year we were forced to do so by rising costs. In all likelihood, these costs would continue to go up over the next 12 months and we did not rule out having to recommend a further increase next year.

It was important to highlight that, despite this increment our subscriptions and fees were still very competitive when compared to other London clubs.

- 14.3 The key points to highlight regarding the accounts were:

- The bar figures had been changed to show income and costs separately rather than as one net bar income figure
- A long-term provision of £60,000 had been reserved at the moment for facilities refurbishment
- The accounts were distorted by several large one-off costs

- 14.4 The AGM would be run as a Zoom meeting. Following the successful format of last year, the core AGM itself would be followed by a series of succinct presentations covering financials, Project Heron, Safeguarding and cricket (junior and adult).

Action MPI to send out an email to all club members regarding this year's AGM. This would include Zoom meeting details.

15.0 Any Other Business

- 15.1 **Development Report considerations** – Matloob Piracha was interested in what prompted people to join the club and, conversely, what the reasons were for their deciding to leave. These motivations should be documented in the upcoming Development Report.

- 15.2 **MCC Committee** – Arfan Akram had been nominated for appointment to the MCC Committee from 1st October 2022, pending approval at the AGM on 4th May.

The Management Committee would like to congratulate Arfan on this nomination.

- 15.3 **Electric car charging** – interest had been shown in having access to electric car charging facilities in the car park at Overton Drive.

Action MPI to speak to the landlords about installing an electric car charging point in the car park at Overton Drive.

16.0 Date of next meeting

- 16.1 Date to be confirmed.